

Instructions for Completing Prop. 1B Spreadsheet.

Please **do not make any changes** to the form such as adding/deleting columns or rows or merging cells. You may increase the width of the columns and the height of the rows to create more space for your responses. You may correct information that is incorrect.

1. Open excel file Proposition 1B Cash
2. Tab 1 includes projects that have Prop. 1B funds and are in Local Assistance On-line Database Information System (LA-ODIS). **Note:** Projects that are not listed in Tab 1 should be added in Tab 2.
3. Scroll to Agency (Column D)
4. Filter to your Agency
 - a. Click select all
 - b. scroll to your agency and select

You must complete all the information requested.

5. Update forecast construction dates (Columns J & K)
6. Prop. 1B Allocated Amount: This represents state Prop. 1B funds allocated to date for a project. (Column L)
7. Prop. 1B Invoices Submitted to Date (Column M): This represents the amount of Prop. 1B funds invoiced to Local Program Accounting (LPA) to date.
8. Prop. 1B Amount Reimbursed to date (Column N): This represents the amount of Prop. 1B funds reimbursed to date.
9. Planned/Programmed Invoice Amount July – December 2011 (Column O): This represents the amount of Prop. 1B funds the agency plans to invoice between July - December 2011.
10. Planned/Programmed Invoice Amount Jan – June 2012: This represents the amount of Prop. 1B funds the agency plans to invoice between July - December 2012.
11. Planned/Programmed Invoice Amount July 2012 – June 2013 (Column Q): This represents the annual invoices the agency plans to or is programmed to invoice to LPA between July 2012 and June 2013.

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12. Enter projects that are programmed in the future under tab 2: This represents projects that will need bond cash during the timeframe indicated on this request
13. Save file : Rename file, save as Agency Name_Cash_11_06
14. E-mail file to Graciela Vasquez@ dot.ca.gov, and copy Doris Alkebulan@dot.ca.gov